

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 P.M., TUESDAY, JULY 14, 2020

County Board Room, 3rd Floor, Courthouse

MINUTES

The Clay County Board of Commissioners met in regular session with the following Commissioners present: Frank Gross, Jim Haney, Kevin Campbell, Jenny Mongeau and Grant Weyland. Others present or joining remotely: County Attorney Brian Melton, County Administrator Stephen Larson, and Senior Administrative Assistant Colleen Eck.

CALL TO ORDER

Chair Gross called the meeting to order.

APPROVAL OF AGENDA

On motion by Commissioner Mongeau, seconded by Commissioner Campbell, and unanimously carried, the Board approved the agenda.

CITIZENS TO BE HEARD

During this pandemic, citizens continue to have the opportunity to share feedback at Board meetings via website link. Mr. Larson noted there were no requests submitted for this meeting.

APPROVAL OF PAYMENT OF BILLS AND VOUCHERS

On motion by Commissioner Weyland, seconded by Commissioner Haney, and unanimously carried, the Board approved payment for bills and vouchers totaling \$662,701 from 123 vendors. From that total, 93 warrants issued were under \$2,000 (\$48,031) and the following 30 were over \$2,000:

Lakes Country Service Co-op	\$268,629	Burns McDonnell	\$6,132
Construction Engineers, Inc.	\$48,150	Wilkin Co. Public Health	\$6,042
Turner Sand & Gravel, Inc.	\$45,541	RtVision, Inc.	\$4,880
City of Fargo	\$44,791	Franklin Industries Co.	\$4,451
Otter Tail Co. Public Health	\$36,344	Code 4 Services, Inc.	\$4,067
Clay Co. Public Health	\$29,374	MN Counties Inter. Trust	\$3,409
Becker Co. Public Health	\$20,683	Steamatic	\$3,355
Network Center, Inc.	\$13,023	SeaChange Print Innov.	\$3,246
Polk-Norman-Mahnomen CHB	\$9,084	Galls, LLC	\$3,106
Lloyd's Auto Body, Inc.	\$8,695	Martin/Corey Lynn	\$3,000
Houston Engineering, Inc.	\$8,230	Holiday Credit Office	\$2,962
Veolia North America	\$8,114	Fuchs Sanitation, Inc.	\$2,389
W Central Reg. Juvenile Center	\$7,262	Farmers Co-op Oil Co.	\$2,332
Petro Serve USA	\$7,135	Universal Services	\$2,031
Nitzkowski, Inc.	\$6,213	MidStates Wireless, Inc.	\$2,000

COVID-19 UPDATE

Public Health Director Kathy McKay, Public Health Nurse Cheryl Sapp, and Nursing Director Jamie Hennen provided handouts and updates on COVID-19. Clay County has had 625 confirmed cases with 33 active cases being followed at this time. The death toll has not risen. State-wide, over 37,000 cases have been reported

along with 1504 deaths. Hospitalized patients with COVID remain low locally. The majority of the younger people who contract the virus recover without a lot of complications but can be carriers to those who are more susceptible to complications.

Ms. Sapp continues to meet virtual with the local higher education representatives. The colleges will be a huge asset to expedite contact tracing and case investigations that pertain to students. The other local schools are also putting together their plans for fall and Public Health continues to be a resource for them. They are working on three scenarios for distancing. They will obtain the number of international students registered at the Moorhead colleges for this fall. Some of them have stayed on campus this summer.

Ms. Hennen commented that they have a very strong team for case investigations and are able to respond more rapidly when contact tracing is needed. A person with the virus may be peaking about the time their symptoms arise. The long-term care facilities have started allowing some visitors, but the visits are well planned and set-up appropriately. Ms. Hennen commented that the State Medical Association and Nursing Association have advocated for masks as an extra protection although the subject has gotten very political. A few cities in Minnesota have mandated face coverings in public indoor places and more cities are expected to pass similar measures. She added that the exposure time to the virus has been determined to be 15 minutes or longer within six feet of someone with the virus. Social distancing is still the best way to proceed. Distancing in churches should be even further than six feet because the particles are spread further when a person is singing. A Health Care Provider may recommend to patients who have had the virus to donate plasma, but Public Health has not been involved in recommendations.

Mr. Larson acknowledged the Public Health Director and her staff for all their great work month after month as well as weekends. He announced the MN Supreme Court recently signed an Administrative Order for everyone in courtrooms, court administration, and jury duty rooms to wear masks.

REQUEST FOR APPROVAL OF REGISTERED LAND SURVEY IN OAKPORT TOWNSHIP

Planning Director Matt Jacobson informed the Board that his request is for approval of a preliminary registered land survey in Oakport Township. The subdivision of Tract A from Tract B requires a land survey because it is registered as Torrens Land.

On motion by Commissioner Campbell, seconded by Commissioner Weyland, and unanimously carried, the Board approved the registered land survey in Oakport Township as presented.

REQUEST CHANGE FOR TWO SHERIFF'S VEHICLES FOR 2021

Sheriff Empting requested approval for two changes to the approved purchase of squad vehicles for 2021. Sgt Corby Nelson is a K9 control handler and needs a larger vehicle due to the extra K9 equipment and additional protective equipment that has been ordered. A Tahoe would provide the space needed. The second change is to a Durango or F-150 pick-up for Lt. Gabe Tweten in Emergency Management to assist in his duties of hauling gear and pulling trailers. The additional cost to upgrade these two vehicles is estimated at \$9,215. There are sufficient funds to cover the changes with internal service funds and auction proceeds.

On motion by Commissioner Weyland, seconded by Commissioner Haney, and unanimously carried, the Board approved the request for two changes/upgrades in squad vehicles (Tahoe and Durango or F150) for 2021.

ANNUAL BUDGET PRESENTATION FOR INFORMATION SERVICES

Director Mark Sloan from Information Services (IS) provided a brief recap of the areas that IS covers including the County's website and Geographic Information Systems. The department consists of three full-time staff and one part-time staff. The top searches on the website have been the inmate roster and the Department of Motor Vehicle. Mr. Sloan stated the department makes sure that every purchase they make is justifiable. Overall, their budget is stable with some increases in salaries and computer software. They plan ahead for large purchase items. Their travel expenses are for training but at least one conference has been canceled for this year. Commissioner Gross commented that IS has been a great department in the County.

ANNUAL BUDGET PRESENTATION FOR SOLID WASTE MANAGEMENT

Solid Waste Manager Kirk Rosenberger stated that Solid Waste operates as an enterprise fund. Essentially, the department does not apply against the entire budget of the County and is run as a business. The funding comes through a service fee of \$42/residential parcel annually for capital costs. The service fee is also paid by business and industrial parcels according to their waste volumes. A tipping fee is charged at the landfill that goes toward operational costs at the landfill. The department also receives SCORE funding for their recycling program. There is an additional charge to residents for recycling household hazardous waste or electronics. Some of the cities may also charge something additional to cover their costs for hauling waste for residents and businesses. There are 52,000 tons of waste generated annually in the County. There were 12,000 tons of material recycled last year and a noticeable increase in corrugated material. The County's obligation to the Perham facility in 2020 is to haul 8,400 tons of waste to them for incineration. Mr. Rosenberger commented that it has been tough to meet that obligation. Recently they rehabbed a spare trailer at the landfill that is now road worthy and has an 18-ton capacity. There will be days they can run the third trailer to Perham when they are in the position to accept additional waste. They are in the process of constructing a landfill cell expansion which will allow for an additional 8 to 10 years of waste. Additional wells and an additional flare will be part of the project. The Solid Waste budget remains pretty flat. There will be some increase with the additional truck driver just at the landfill. They may look at some increases in fees next year. They will be putting additional money into the equipment replacement fund. The department contributes \$120,000 annually to the County's general fund. A new transfer station facility is still part of the bonding bill. The amount was decreased from \$8.5 million to \$7.5 million. There are some reserve dollars that will go toward the project and a portion of the expenses will need to be bonded.

Commissioner Gross commented on Shannon Thompson from Solid Waste Management being a good representative of the County. She provided an educational presentation at the Morken Township picnic last evening.

ANNUAL BUDGET PRESENTATION FOR PROBATION

Supervisor Janelle Cheney informed the Board that the Probation budget remains mostly consistent with some increases in salary and benefits. There are three full-time support staff in the department who are County Employees and six probation agents who are contracted with the County. One of the agents is for drug court and falls under a different budget. One area that fluctuates and is difficult to estimate is the cost for drug testing supplies and lab costs. Many of the agents' visits with clients have been virtual. They are keeping six-foot distancing for face-to-face contacts. They modified the drug testing with oral tests rather than urine collections. They had a huge influx of cases from early releases and will continue to be impacted. Local staff have not been affected by layoffs.

The Sentence to Serve (STS) crew was hindered for two and a half months. The STS crew leader completed some tasks himself during that time and was on campus primarily on Wednesdays doing some of the cleaning and sanitizing. He is now taking out a crew of just two, in order to keep social distancing, but no individuals from the Correctional Center yet. If there are individuals who can drive to a site that is allowed.

Commissioner Mongeau presented questions about the salaries being higher in 2018 and 2019 than the amount that was budgeted. The Auditor – Treasurer provided an explanation on how the eTime system and bill back amounts work with the agents. With that information, the department salaries were actually calculated to be underbudget.

Ms. Cheney stated the supervision fees tend to fluctuate. The fees, ranging from \$100 to \$300, are paid by all clients other than juveniles. They will be receiving a donation from the MADD this year. She is also hoping to get the Decision Points Program for the Correctional Facility and for their probation clients to continue the program for a fee.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

Many of the following committee reports are from virtual or remote meetings.

- Commissioner Haney reported on meetings from NW Emergency Communications Board and City of Moorhead Planning Commission.
- Commissioner Mongeau reported on meetings from Soil and Water Conservation District and Buffalo Red River Watershed Advisory Board; and Community Action Advisory Committee. She suggested including the topic of race relations at the next Intergovernmental Retreat.
- Commissioner Campbell reported on meetings from Juvenile Center Budget; FM Diversion Chairs Executive Coordination; and Landfill Construction Update. He reported that the Diversion Authority received confirmation that Water Infrastructure Finance and Innovation Act (WIFIA) funds will be received in October or November saving \$600 million in reduced interest payments.
- Commissioner Weyland reported on meetings from NW Emergency Communications Board; Juvenile Detention Budget; and an FM Diversion meeting with Joel Paulsen.
- Commissioner Gross reported on a Wild Rice Watershed District Board meeting. He acknowledged a very good presentation from the Sheriff's Office at the Morken Township gathering.
- Brian Melton reported on the directive to wear masks in the courtroom. Their jury trials will be starting in August.
- Stephen Larson attended the following meetings: Juvenile Center Budget; Solid Waste Budget; Probation Budget; Township Representative Jean Ward; County Management; Information Services Budget; COVID-related issues; and Landfill Construction update.

The meeting adjourned at 10:09 a.m.

Frank Gross, Chair
County Board of Commissioners

Stephen Larson, County Administrator